



FALL LEADERSHIP CONFERENCE

KLTI – 2010 INFORMATION PACKET

**PARK INN
LOUISVILLE EAST
Louisville, Kentucky**

MEMORANDUM

TO: Local SkillsUSA Chapter Advisors
FROM: Steve Phillippi, SkillsUSA Kentucky Director
DATE: September 13, 2010
SUBJECT: SkillsUSA Kentucky Leadership Training Institute (KLTI)

The 2010 SkillsUSA Kentucky Leadership Training Institute (KLTI) /Fall Leadership Conference is scheduled for **November 3-5, 2010**, at the Park Inn in Louisville, Kentucky.

KLTI is one of the most challenging and rewarding experiences offered by SkillsUSA Kentucky. This capstone event for students and advisors provides an opportunity for students and advisors to better understand the workings of SkillsUSA chapters; earn Level 1 of the SkillsUSA PDP; earn the SkillsUSA Kentucky Statesman pin; and compete in various leadership events. Advisors attending are enrolled in Advisor 101. This workshop gives an overview of what it is to be a SkillsUSA advisor. Each advisor will receive Professional Development training hours. All participants will be required to complete Level 1 of the SkillsUSA PDP. The PDP Trainee Level 1 check-off sheet will be utilized for state conference requirement.

Your registration forms for KLTI are included in this electronic transmission.

Specific details regarding this year's conference: (Conference is on Wednesday, Thursday and Friday) November 3-5. **Total Cost for this year's Leadership Training Institute is \$60.** This covers 3 meals, Institute T-shirt, Certificates, Learning resource materials, and pins earned.

1. Check-in for the hotel is in the front lobby of the facility. Official room check-in is at 3:00 p.m.
2. Conference registration is located outside Ballroom, 2nd floor. Arrive early enough to register for both prior to the meeting.
3. The first session begins on **Wednesday, November 3 from 4:30 -6:30 p.m.** with a buffet dinner. This meal is included in the registration fee. **Official Dress is required.**
4. Reporters should bring a camera to take pictures during the conference.
5. Please honor the deadline dates for forms and fees – no registrations will be accepted after the **October 15, 2010 postmark deadline.** **Be sure to send the Hotel Registration Form to the hotel, NOT to the SkillsUSA Kentucky headquarters.**
6. **ACTIVITY:** We will be holding various Leadership contests during the conference (see attached agenda).

We look forward to seeing you in November. Please feel free to call if you have any questions.

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Cell number 502 330-7151
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Email steve.phillippi@ky.gov

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TENTATIVE AGENDA

**Kentucky Leadership Training Institute
2010 Fall Conference
November 3-5, 2010**

State SkillsUSA Headquarters Diplomat Room
State Officer Headquarters Marquis Room

WEDNESDAY, NOVEMBER 3

Registration Outside Ballroom, 2nd Floor 1:00 – 4:00 p.m.

Opening Session Ballroom 4:30-6:30 p.m.

Dinner (Official dress required)

Guest Speaker – Peyton Holland, Postsecondary North Carolina Director

Team Meetings 6:30 -8:30 p.m.

Red Team – Summit A

White Team – Summit B

Blue Team – Summit C

Gold Team - Ambassador

Advisor 101 – Chancellor (1st Floor)

SkillsUSA Update

KLTI Social 2nd Floor 9:00 – 10:45 p.m.

Curfew 11:00 p.m.

THURSDAY, NOVEMBER 4

DRESS – KLTI T-Shirt/Khaki Pants

Breakfast Buffet, 2nd Floor 7:30 – 8:30 a.m.

Team Meeting 8:30-10:45 a.m.

Speaker 11:00 – 11:45 a.m.

Lunch 12:00 – 1:00 p.m.

Team Meeting	1:30 – 2:45 p.m.
Speaker	3:00 – 4:00 p.m.
Team Meeting	4:15 – 5:15 p.m.
Dinner (on your own)	5:15 – 7:15 p.m.
Team Meeting	7:30 – 8:30 p.m.
Social Time	8:45 – 9:30 p.m.
Team Meeting Finish PDP requirements for notebook Practice time for Friday's competitive events	9:45 – 10:45 p.m.
Curfew (11:00 p.m.)	

FRIDAY - NOVEMBER 5

Breakfast (on your own)

Leadership Competitive Events Official dress required	Friday, November 5	8:00 – 10:30 a.m.
Opening & Closing Ceremony	2 Teams	1 Advisor
20 Second Elevator Story	3 members	2 Advisors
2 Minute Speech	3 members	
Pledge	4 members	2 Advisors
Poster	4 members	(To be turned in Thurs. 9:30 p.m.)
Extemporaneous Writing	4 members	(To be turned in Thurs. 9:30 p.m.)
Banner	4 members	(To be turned in Thurs. 9:30 p.m.)
T-Shirt	4 members	(To be turned in Thurs. 9:30 p.m.)
Skills Spelling	3 members	(To be turned in Thurs. 9:30 p.m.)
Awards	Friday, November 5	10:30 – 11:30 a.m.

HOTEL INFORMATION

HOTEL RESERVATIONS

Chapter Advisor will make all hotel reservations directly to the Park Inn Louisville East, 1903 Embassy Square Blvd., Louisville, Kentucky 40299. Reservation requests are to be made on the **HOTEL ROOM RESERVATION FORM**. The Park Inn must receive reservation forms on or before **October 18, 2010**. Please note the sales tax exempt information on the hotel reservation form.

RATES: \$79.00 – Single \$79.00 – Double \$79.00 – Triple \$79.00 – Quad

*The above rates are subject to state and local tax, currently 15.01%.

To ensure reservations, sometimes a one-night deposit (including state and local taxes) using a check, money order or a major credit card with expiration date and signature is required. Advance deposit refunded less 15.01% if canceled prior to date of arrival. Full day deposit forfeited if canceled day of arrival, unless otherwise specified. A \$35.00 fee will be charged for early checkout.

REGISTRATION

1. Plan your arrival for ample time to check-in and register.
2. Check your delegation into the hotel BEFORE registering for the conference, if possible. In some instances, your hotel rooms may not have been vacated or cleaned upon your arrival; however, the hotel will make every effort to have the rooms available when you arrive. (Official check-in time is 3:00 p.m.)
3. Be prepared to list all students' and advisors' room numbers on the enclosed HOTEL ROOM LIST. This list must be turned in at the SkillsUSA registration desk when you register your delegation for the conference. You may want to note on your hotel reservation form that the advisor's room must be located on the same floor and in close proximity to your students.
4. Notify the Park Inn within 3 – 4 days of the conference of any hotel room changes.

HOTEL ACCOUNTING OFFICE

Checks must be approved by hotel's business office.

HOTEL CHECK OUT

1. As with checking in, the advisors are responsible for checking their students out of the hotel.
2. Check hotel room conditions prior to checkout and departure. The hotel will also be checking room conditions prior to checkout.
3. Each student and/or chapter is responsible for any damage to hotel property.

4. No room service and/or phone calls are to be charged to room during conference. Miscellaneous charges must be paid prior to checkout.
5. The hotel requests that all luggage be placed in the advisor's room on Friday to facilitate the room checks and cleaning. All rooms will be checked by the hotel staff before the end of the closing session.

PHONES

Hotel phone numbers: 502-499-6220; FAX 502-493-8465

EMERGENCY

If you need help at the hotel, dial "0" and tell the operator the nature of the problem.

HOTEL RULES

The windows in the hotel rooms are NOT TO BE OPENED for any reason, except in an emergency.

SCHOOL BUSES

School buses are to park at the rear of the parking lot in the back of the hotel.

HOTEL RESERVATIONS FORM

November 3-5, 2010

SEND TO:

**Reservations Office
Park Inn Louisville East
1903 Embassy Square Blvd.
Louisville, KY 40299**

Please send your reservation forms (Pages 6 & 7) directly to the hotel. Prior to your arrival, make room assignments for your students.

ROOM RESERVATION RATES

Single: \$79.00

Double: \$79.00 (39.50 each)

Triple: \$79.00 (26.33 each)

Quad: \$79.00 (19.75 each)

**A tax of 15.01% must be added to the cost of each room.
If tax-exempt pay 8.5%.**

SCHOOL INFORMATION (MUST COMPLETE)

Chapter _____ Advisor _____

School/College _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Check One: ☐ Secondary ☐ Postsecondary/Adult

Check One: ☐ SkillsUSA Check ☐ School Check ☐ Credit Card ☐ Cash

Other, explain _____

SALES TAX EXEMPTION

Many schools have a state purchase Exemption Certificate that could enable the chapter to save the 8.5% state sales tax. If this sales tax exemption is available for your use, write the exemption number in the space provided below and either attach or bring with you a Purchase Exemption Certificate (Form 51A126).

_____ Sales Tax Exemption Number
(Purchase Exemption Form 51A126 must be provided.)

We will arrive: Date _____ Time _____

We will depart: Date _____ Time _____

****TAX EXEMPTION FORM CAN ONLY BE USED WITH A SCHOOL OR SkillsUSA CHECK****

OR Pre-arranged with the hotel.

SkillsUSA Kentucky HOTEL RESERVATION FORM

School/College: _____

Advisor: _____

Please type or clearly print complete names of room occupants below, as they should be grouped in the rooms. Check whether single, double, triple or quad at the left of the form and circle the information at the right side of the form.

Room Assignment	Number of Occupants	Type or Print Complete Name for Each Room Occupant	(M) Male (F) Female (A) Advisor (O) Other	Daily Rate for Room	*8.5% Lodging Tax Per Night	Total
<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad	1. <input type="checkbox"/>	_____	M F A O	\$_____	\$_____	\$_____
	2. <input type="checkbox"/>	_____	M F A O	\$_____	\$_____	\$_____
	3. <input type="checkbox"/>	_____	M F A O	\$_____	\$_____	\$_____
	4. <input type="checkbox"/>	_____	M F A O	\$_____	\$_____	\$_____
<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad	5. <input type="checkbox"/>	_____	M F A O	\$_____	\$_____	\$_____
	6. <input type="checkbox"/>	_____	M F A O	\$_____	\$_____	\$_____
	7. <input type="checkbox"/>	_____	M F A O	\$_____	\$_____	\$_____
	8. <input type="checkbox"/>	_____	M F A O	\$_____	\$_____	\$_____
<input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quad	9. <input type="checkbox"/>	_____	M F A O	\$_____	\$_____	\$_____
	10. <input type="checkbox"/>	_____	M F A O	\$_____	\$_____	\$_____
	11. <input type="checkbox"/>	_____	M F A O	\$_____	\$_____	\$_____
	12. <input type="checkbox"/>	_____	M F A O	\$_____	\$_____	\$_____
					Total	\$_____

Summary of Rooms _____ Singles _____ Doubles _____ Triples _____ Quads			
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*Advisors must pay sales tax and 8.5% lodging tax per night. (This equals 15.01% TAX or \$78.21)
 Chapters writing school checks **ONLY** need to add nightly 8.5% lodging tax to room total

CONFERENCE REGISTRATION INSTRUCTIONS

Everyone attending KLTI must be pre-registered on the official KLTI registration form in this packet. **NO REGISTRATIONS WILL BE ACCEPTED AFTER THE POSTMARK DATE OF October 15, 2010.**

KLTI registration fees must accompany all registration materials sent to Steve Phillippi, Director

MAKE REGISTRATION FEE CHECK PAYABLE TO: SkillsUSA Kentucky

There will be NO REFUNDS on registration fees after the registration deadline of October 15, 2010.

Registration will not be considered complete unless the registration form, all completed and signed medical release/parent permission forms, and fees are received by October 15, 2010.

KLTI REGISTRATION FORM

The registration form for the KLTI/Fall Leadership Conference should be returned to:

SkillsUSA Kentucky – Steve Phillippi, Director
Office of Career and Technical Education
500 Mero Street
20th Floor, Capital Plaza Tower
Frankfort, KY 40601

Return registration form as soon as possible and no later than **October 15, 2010** along with checks for the total amount made payable to: SkillsUSA Kentucky. Advisors should write a separate check for their registration. The \$60.00 per person will include the cost of registration, conference materials and three (3) meals. ALL persons registering for the conference must pay the registration fee. There will be no refunds after the registration deadline, **October 15, 2010**. All other meals are ON YOUR OWN during the conference.

The local chapter, or designated representative will register the student officers for the conference. Advisors will receive the conference packet that includes: programs, name badges, and other conference materials.

REMEMBER:

- All participants have to complete a conduct form and a medical release form.
- All participants must wear name tags during the conference. This includes the leadership activity.
- Official SkillsUSA attire, or khaki skirt or slacks with the KLTI shirt is required for all sessions. However, at no time may shorts or skirts be shorter than 3 inches above the knee.
- Advisors, please assist your officers in selecting appropriate attire.

SCHOOL/COLLEGE _____

SkillsUSA Kentucky OFFICIAL REGISTRATION FORM

SkillsUSA KLTII/Fall Leadership Conference – November 3-5, 2010

Please return all registration forms by **October 15, 2010** with the full amount for each student member in **one check**. A Separate check for each advisor. Make checks payable to **SkillsUSA Kentucky**. Mail to: **SkillsUSA Kentucky – Steve Phillippi, Director, OCTE, 20th floor Capital Plaza Tower, 500 Mero Street, Frankfort, KY 40601.**

The registration fee is **\$60 per participant**. Please list all conference participants on this form.

Name	M/F	Office	T-Shirt Size	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Total Number of Registrants _____ x \$ **60.00** per person = \$ _____
(Total)

COPY THIS FORM IF ADDITIONAL SPACE IS NEEDED. PLEASE TYPE OR PRINT NAMES LEGIBLY ON THIS FORM.

SkillsUSA Kentucky Leadership Training Institute
INDIVIDUAL REGISTRATION FORM

Complete the entire form by typing or printing the requested information. Please sign all appropriate areas.

Participant's Name _____ () H.S. () P.S.

Age _____ Date of Birth _____ () Male () Female

School _____ Address _____

Phone # _____ Advisor Attending _____

Parents'/Guardians' Name _____

Address _____ Phone # _____

Participants' Doctor _____ Dr.'s Phone # _____

Participant covered by group or other medical insurance as follows:

Name of Insured _____ Insurance Co. _____

Group Number _____ Policy Number _____

Please attach a copy of your insurance card to this form. (Front and Back of card)

Please describe completely any medical condition (past or present) being treated, which may recur or be a factor in medical treatment (include allergies, medicine reactions, disease of any kind, physical handicaps, heart or lung problems, seizures, convulsions, blackouts, etc.) **If currently taking medication, state the medication and prescribing physician and phone number.**

Participant, check here if you are over 18 and can sign for yourself. ()

Signature of Participant

Signature of Parent/Guardian

**SkillsUSA KENTUCKY STUDENT ACTIVITY
MEDICAL RELEASE/PARENT PERMISSION FORM**

INSTRUCTIONS: Students, parent/guardians and chapter advisors must complete this form for each participant as a prerequisite for attending the career & technical student organization activity. Each chapter/club advisor must send the completed forms to the SkillsUSA Kentucky headquarters.

Participant: _____

Date of Birth _____ Home Phone: () _____

Parent/Guardian/Spouse: _____

Home Address: _____ Phone: (Work) _____

Phone: Home: () _____ Advisor: _____

Participant's Doctor: _____ Dr. Phone #: _____

School/College _____ Administrator: _____

School/College Phone: () _____ School/College Fax () _____

Participant covered by group or other medical insurance as follows:

Name of Insured: _____ Insurance Co.: _____

Group Number: _____ Policy Number: _____

Please describe completely any medical condition (past or present) being treated, which may recur or be a factor in medical treatment (include allergies, medicine reactions, disease of any kind, physical handicaps, heart or lung problems, seizures, convulsions, blackouts, etc.) **If currently taking medication, state the medication and prescribing physician and phone number**

Please attach a copy of your Insurance Card to this document. (Front and Back of card)

PARTICIPANT/PARENT/GUARDIAN PLEASE CHECK ONE AND SIGN

- **I give** permission for immediate medical treatment as required in the judgment of the attending physician. Notify me and/or any person listed above as soon as possible.
- **I DO NOT** give permission for medical treatment until I have been contacted.

I certify that the information described above is accurate and complete to the best of my knowledge. I understand each individual is responsible for his/her own insurance coverage during this activity. I give permission for_____ to attend and hereby release the state and local organization, and any adult in charge of the group from any legal or financial responsibility with respect to my personal or my student's participation.

****SIGNATURE OF PARENT/GUARDIAN:**_____

DATE:_____

SIGNATURE OF STUDENT:_____

DATE:_____

***If participant is under the age of 18, Parents/Guardians section is to be completed and parent/guardian signature is required. It is strongly encouraged to have parents' signature notarized in case of medical emergency.*

*****Supervision will be provided by the state director or designee in the event the local advisor is unable to provide on site supervision*****

SkillsUSA Kentucky Code of Conduct Form

A good reputation enables you to take pride in your organization. SkillsUSA members have an excellent reputation of standards to uphold. Your conduct at any SkillsUSA function will hopefully enhance the reputation that is being established.

1. SkillsUSA members' behavior at all times should be such that it reflects credit to them, their school, and their SkillsUSA organization.
2. Student conduct is the responsibility of the local chapter advisor. Students shall keep their advisors informed of their activities and whereabouts at all times. (SkillsUSA conference name badges shall be worn at all times.)
3. Students are expected to attend all meetings, workshops and other scheduled conference activities. Please be prompt and prepared for sessions.
4. Students are to report any accident, injuries or illness to their advisor immediately.
5. Students are expected to observe the designated curfew. (Curfew is described as being in your own assigned room by the designated hour.) Curfew times are listed in the conference program.
6. If a student is responsible for theft or vandalism, the student and his/her parents will be expected to pay for the damage.
7. Students cannot purchase, sell or use any alcoholic beverages during any scheduled SkillsUSA activity.
8. No illegal drugs or narcotics can be purchased, sold or used during any SkillsUSA activity.
9. Smoking is prohibited in sessions, workshops, other scheduled conference activities and while wearing official SkillsUSA dress.
10. Students who disregard the rules will be subject to disciplinary action and may be sent home by their advisor at the expense of the student/parent or guardian.
11. Any long distance phone calls, charges to the room, etc., will be the responsibility of the individual student and his/her parents or guardians.

Signature of Student _____ Date: _____

Signature of Parent/Guardian (if minor): _____ Date: _____

SkillsUSA Kentucky HOTEL ROOM LIST
KENTUCKY LEADERSHIP TRAINING INSTITUTE
(Present this completed form at Conference Registration)

CHAPTER _____ **ADVISOR** _____

Advisor's Room Number _____

Room # _____ **Name of Occupant(s)** _____

Room # _____ **Name of Occupant(s)** _____

Room # _____ **Name of Occupant(s)** _____

Room # _____ **Name of Occupant(s)** _____

Note: Please check into the hotel prior to presenting this room list with occupant(s) to the SkillsUSA Kentucky Registration Desk.

RESPONSIBILITIES OF CONFERENCE PARTICIPANTS

- **Adhere to the SkillsUSA Code of Conduct. (Failure to do this may warrant the student being sent home at the student's expense. No refunds will be given.)**
- **Dress according to the standards established by SkillsUSA Kentucky Executive Council.**
- **Advisors are expected to attend the workshops.
(Will receive Professional Development Hours)**
- **Be prompt in attending sessions.**
- **Be a mature SkillsUSA member. Loud talk, boasting and horseplay are not becoming to a SkillsUSA member.**
- **Smoking is not permitted in business, general sessions or workshops and in public areas of the hotel. Smoking is not permitted in official SkillsUSA dress.**
- **SkillsUSA members need advisor and or chaperone's permission to leave the hotel.**
- **It is your responsibility to attend and be prompt for the activities assigned to you. Read your program carefully. If you do not know – ASK!**

ATTENDANCE CRITERIA

1. **Be an active member of SkillsUSA.**
2. **Have the approval of the school/college administrator.**
3. **Have the approval of the chapter advisor.**
4. **Have the approval of the parents/guardian if a minor.**
5. **Have filed appropriate documents and paid fees on or before the registration due date, October 15, 2010.**

Only local SkillsUSA members (AM and PM), Advisors and State Officers are eligible to attend the Leadership Conference.

The chapter advisor must accompany his/her delegation. It is recommended that for secondary students one advisor supervise no more than eight (8) students. If your student delegation is more than eight (8), you may want to consider enlisting the assistance of a school staff member or parent to accompany your delegation.

LEADERSHIP CONFERENCE ATTIRE

The SkillsUSA Kentucky Executive Council has directed the following clothing requirements be established and maintained for the Leadership Conference for local officers.

All Sessions Except Free Time:

Official SkillsUSA attire and khaki pants with a SkillsUSA KLTi shirt.

Clothing requirements will be posted for each session. Please check the agenda.

The following clothing is NOT acceptable at any time.

Cut-off jeans, jeans with holes or tank tops.

Skirts are to be no shorter than 3 inches above the knee.

Please make certain that your students do not come to the conference with clothing items that are not acceptable.

The components of the Program Assessment addressed through attendance and participation of KLTi are:

10C (Newspaper Article)

They will learn how to take minutes, complete a Program of Work and keep Financial Records which will fulfill the following standards.

9D

9E

Web site listing of all KLTi participants list by school and program and awards received.

4F

If a parent attends as a chaperone, that will count on 11 B-6

Professional Growth (Advisors and Principals will receive either EILA hours or PD hours.

15A

Listed below are the Kentucky Learner Goals and Academic Expectations that are addressed in the PDP Workbook and presentations.

1.2	1.3	1.4	1.13
2.36	2.37	2.38	
4			
5.1	5.4		

You will need to send the following forms to Steve Phillippi at SkillsUSA KY Headquarters:

Group Registration Form Page 9

Medical Release Form, Page 11

Code of Conduct, Page 13

Individual Registration Form, Page 10

Parent Permission Form, Page 12

2010 SkillsUSA Kentucky Statesman Requirements

1. Recite the SkillsUSA Motto and the 2010 Theme

Motto: "Preparing for Leadership in the World of Work"

Current year's Theme: "Champions at Work"

2. Name all the components of the SkillsUSA emblem and the meaning of each

The Shield represents Patriotism

The Torch represents Knowledge

The Gear represents the Industrial Society

The Orbital Circles represent Technology

The Hands represent the Individual

3. Recite the six points of the creed

I believe in the dignity of work

I believe in the American way of life

I believe in education

I believe in fair play

I believe satisfaction is achieved by good work

I believe in high moral and spiritual standards

4. Recite the Pledge of Allegiance

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

5. Recite 6 of the 11 purposes of SkillsUSA

- To unite in a common bond, all students enrolled in trade, industrial, technical and health occupations education.
- To develop leadership abilities through participation in education, vocation, civic, recreational and social activities.
- To foster a deep respect for the dignity of work.
- To assist students in establishing realistic vocational goals.
- To help student attain a purposeful life.
- To create enthusiasm for learning
- To promote high standards in trade ethics, workmanship, scholarship and safety.
- To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process.
- To foster a wholesome understanding of the functions of labor and the management organizations and recognition of their mutual interdependence.

- To create among students, faculty members, school patrons and labor a sincere interest in and esteem for trade, industrial, technical and health occupations education.
- To develop patriotism through knowledge of our nation's heritage and practice of democracy.

6. SkillsUSA Pledge

Upon my honor, I pledge:

- To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.
- To base my expectations of reward upon the solid foundation of service.
- To honor and respect my vocation in such a way as to bring repute to myself. And, further to spare no effort in upholding the ideas of SkillsUSA.

7. Duties of the officers

- President: presides at all meetings and serves as representative of the Executive Council.
- Vice President: serves in the absence of the president carrying out his/her duties and over sees the functions of all committees.
- Secretary: keeps a record of chapter minutes and official record of chapter business.
- Treasurer: Financial officer and custodian of the chapter's official membership record.
- Parliamentarian: advisor to the presiding officers on matters of parliamentary law and serves as a resource to all chapter members on matters of chapter business procedure.
- Reporter: handles all chapter publicity and serves as a spokesperson for the chapter to the public and members of the media community.
- Chaplain/Historian: keeps a record of chapter activities in the chapter scrapbook and is the custodian of chapter photographs and videos and gives a devotion or thought of the day.

8. Opening and Closing Ceremonies

Know two of the ceremony officers' parts as printed in the 2005-2007 Championship Technical Standards Book.

9. SkillsUSA History

- In 1965 the VICA constitution was established.
- VICA postsecondary division was approved in 1969.
- With the addition of Wyoming, the 1996 National Conference saw the last of the 50 states join National SkillsUSA.
- SkillsUSA was established for trade, industrial, technical and health occupations students
- July 4th, 1999 VICA changed its name to SkillsUSA-VICA
- September first, 2004 SkillsUSA-VICA became SkillsUSA

10. Qualifications to become a state officer

- Candidate shall be an active member
- Candidate shall be approved by a majority of chapter members
- Candidate shall have one semester of instruction remaining in their program
- Candidate must fulfill the requirements of the Kentucky Statesman
- Candidate must be prepared to abide by the State Officer Code of Conduct
- Candidate must complete Levels 1 and 2 of the PDP

11. High School State Officers:

- Matthew Cape
- Danielle Chastain
- Ellen Shipley

12. Postsecondary State Officers:

- Heather York
- Jason Ballman
- Joshua Thomas

13. SkillsUSA Kentucky Director:

- Mr. Steve Phillippi

14. SkillsUSA Kentucky Officer Advisor:

- Ms. Ruth Gray

15. The four classifications of a motion in order of precedence are:
- Privileged
 - Subsidiary
 - Incidental motions are non-ranking and arise from business being discussed
 - Unclassified motions
16. The six steps for processing a main motion are:
- The main motion is introduced
 - The motion is seconded
 - The motion is presented to the assembly by the presiding officer
 - The motion is debated, if debatable
 - The motion is voted upon by the assembly
 - The motion is ruled upon by the presiding officer
17. A quorum is the minimum number of members that must be present for a legal meeting to take place.
18. The official attire for women is:
- Red SkillsUSA blazer or windbreaker
 - Black skirt or black dress slacks
 - Black sheer (not opaque) or skin tone seamless hose
 - Black dress shoes
19. The official attire for men is:
- Red SkillsUSA blazer or windbreaker
 - Black dress slacks
 - White dress shirt
 - Solid, plain black tie
 - Black dress socks and black shoes
20. The colors of SkillsUSA represent:
- Red & White represents the individual states and chapters
 - Blue represents the common union of the states and chapters
 - Gold represents the individual, the most important element of SkillsUSA
21. Effective communication involves skills in:
- Listening – Speaking – Writing – Collaboration – Problem Solving and Decision Making

22. The 20 Second Elevator Story!

23. The three basic rights that every member of the assembly has are:

- The majority rules
- The rights of the minority are guaranteed
- One and only one thing at a time

24. Each chapter can send two senators to the state conference to represent their chapter in the congressional meetings.

25. Each chapter can send one representative for each 75 members to the state conference to represent their chapter.

26. Four items that can be found in a professional portfolio are:

- Resume
- Listing of occupational skills or competencies
- Letters of reference
- Copies of awards, honors and certificates
- Photos or examples of work or products you created

